ANNAMACHARYA UNIVERSITY

(Estd A.P. Private Universities (Establishment and Regulation) Act, 2016)

RAJAMPET-516126, YSR Kadapa District, A.P, INDIA

ACADEMIC REGULATIONS (AU26), COURSE STRUCTURE AND SYLLABI

For the students admitted to

MBA., Regular Two-Year Post-graduate Degree Programme from the Academic Year 2026-27

VISION AND MISSION OF THE UNIVERSITY

VISION

To be a globally recognized university by providing value-based education and promoting innovation and research for societal betterment

MISSION

The mission of the University is:

1. To embody ‘Vidwan Sarvatra Pujyathey’.
2. To deliver high-quality education by encouraging research, innovation, and critical thinking.
3. To nurture upright individuals by fostering an inclusive environment and inspiring service to society.

ACADEMIC RULES AND REGULATIONS OF TWO-YEAR M.B.A

REGULAR DEGREE PROGRAMME

APPLICABLE FOR THE STUDENT BATCHES ADMITTED FROM THE ACADEMIC YEAR 2026-2027

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1. PREAMBLE

Annamacharya University, is a private University, established under the brownfield category as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act of 2016 (Act No. 3 of 2016), subsequently amended by Act No. 2 of 2024, as published in the Extraordinary Gazette of Andhra Pradesh via gazette notification G.O.Ms. No. 13 dated 13.03.2024. The University Grants Commission (UGC) has included it in the list of UGC-listed Universities vide letter no. xxx dated xx.08.2024.

Annamacharya University, Rajampet, relentlessly aims to achieve academic excellence by implementing new initiatives in teaching-learning and evaluation processes. Based on the directions of the University Grants Commission (UGC), New Delhi, All India Council for Technical Education (AICTE), New Delhi, Department of Higher Education, Government of Andhra Pradesh, and Andhra Pradesh State Council of Higher Education (APSCHE), the university has adopted the AICTE and APSCHE model curriculum with minor modifications to match the needs, expectations, and skill sets of students in the state, in both the undergraduate and postgraduate programs offered from the academic year 2026-27.

Annamacharya University is promoting enhanced learning abilities through the integration of various skills into the curriculum, including (a) Critical Thinking, (b) Problem Solving, (c) Analytical Reasoning, (d) Experimental Reasoning, and (e) Design Thinking etc.,

Objectives:

The objectives of offering the MBA program are:

1. To apply the Knowledge of Management Theories and Practices to solve Business Problems.
2. To foster analytical and critical thinking abilities for decision making.
3. To develop Value Based Leadership qualities among the students.
4. To understand, analyse and communicate global, economic, legal and ethical aspects of Business.
5. To lead students in the achievement of Organisational goals, contributing effectively to a team environment.

Academic Council:

The academic council in a private university plays a pivotal role in maintaining and enhancing the academic standards and quality of education. The academic council coordinates and exercises general supervision over the academic policies of the university.

The Department Board of Studies (BoS):

The School of Management will have a Board of Studies common to the PG, and Doctoral programs offered by the department. The Dean/Head of the department will serve as the Chairman of the Department Board of Studies. The Board of Studies has been constituted as per the guidelines of the university statutes. The rules, regulations, curriculum, syllabus, and other academic matters shall be approved by the Board of Studies before being placed before the Academic Council and subsequently the Board of Management.

Office of the Dean, Academics:

The office of the Dean, Academics, is responsible for the implementation of the decisions taken on academic matters by the Academic Council. The office:

- Receives, processes, and maintains all records relating to the programs, including curricula, courses offered, academic calendar, registration, assessments, and grades.
- Disseminates information pertaining to all academic matters, issues necessary memoranda/orders, and acts as a channel of communication between the students, instructors, and departments.
- Provides information about various academic programs, rules, and regulations to students from the office of the Dean, Academics.

2. REGULATIONS COMMENCEMENT

- The regulations are quite comprehensive and include definitions of key terms, semester system, credit system, grading system and other relevant details.
- The regulations detailed herein shall apply to all the regular post-graduate programmes offered by the University.
- The regulations shall be applicable and come into force to the student batches admitted from the academic year 2026-27.
- The University may revise, amend or change the regulations, scheme of examinations and syllabi, from time to time, if found necessary and on approval from the Academic Council of the University, keeping the recommendations of the Board of Studies (BoS) in view.
- Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be approved through Academic Council of the University.
- These regulations shall be called AU26 Regulations.

3. ELIGIBILITY FOR ADMISSION

3.1. The eligibility criteria for admission into Management Post-graduate programmes offered at

Annamacharya University shall be as prescribed by Statutes and Ordinances of the University and Higher Education Department, the Government of Andhra Pradesh. The criteria are given below:

- The candidate shall be an Indian National / NRI.
- The candidate should have completed 20 years of age as on 31st December of the academic year for which the admissions are being conducted.
- The candidate should have passed the qualifying examination (10+2+3) or equivalent as on the date of admission.
- Seats in each programme in the University are classified into two categories i.e., **Brownfield** and **Greenfield**. Further under brownfield category seats are filled through two categories, i.e., **Category – A** and **Category – B** as per the GOs of Andhra Pradesh.

BROWNFIELD CATEGORY:

The existing institution is to be converted into a brownfield university. The admission of students into the existing approved intake will be regulated by the admission rules and seat-sharing policies applicable to the University, as defined under Section 2(4-A) of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016. This means that 70% of the seats in the existing courses at the university will be filled through the convener of APICET. In this category, the seats are filled through Convener quota / Category – A and Management Quota / Category – B.

Category – A Seats (70% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (ICET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (30% of seats):

These seats shall be filled by the University through AUET and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Management programme offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

GREENFIELD CATEGORY:

Furthermore, the admission rules for the brownfield university regarding any additional intake, new courses, or additional courses approved after conversion shall follow the regulations applicable to a greenfield university.

The university shall reserve 35% of seats in engineering, science, management and other programs for the

Government Quota and admit students in accordance with the rules prescribed for any additional intake in existing programs, as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.

Category – A Seats (35% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (APICET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (65% of seats):

These seats shall be filled by the University and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Management programme offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

3.2 Authority for Admission:

Any matter related to admission to the MBA programme, the decision of the Office of the Director, Admissions is final.

3.3 Revoking / Cancellation of Admission:

All students admitted provisionally to any program must submit copies of their original mark sheets, provisional certificates, and any other documents required by the Director of Admissions by the last date specified in the Academic Calendar of Annamacharya University.

The Registrar, based on the recommendation of the Director of Admissions, may cancel the admission of any student who fails to submit the prescribed documents by the specified date or does not meet other stipulated requirements. Additionally, the Registrar may cancel the admission later if it is discovered that the student provided false information, suppressed information, misrepresented facts, or forged documents while seeking admission or thereafter, and report the matter to the Vice Chancellor.

4. MEDIUM OF INSTRUCTION

The medium of instruction shall be **English** for all the courses including their content delivery and examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum.

5. M.B.A PROGRAMME STRUCTURE

The structure of the MBA Programme on offer at Annamacharya University is based on the **Choice Based Credit System (CBCS)** as defined by the UGC and the curriculum / course structure as suggested by the AICTE, UGC and APSCHE in its Model Curriculum.

Semester Scheme

- The duration of a **M.B.A** Programme shall be of 2 **academic** years**.**
- The **M.B.A** Programme offered at Annamacharya University follow **semester scheme** pattern.
- Each academic year shall have **2 semesters** i.e., odd and even semesters and shall be counted as first semester, second semester, and so on up to fourth semester.
- Each semester shall consist of **16 weeks** of academic work excluding internal examinations.
- Each semester is structured to provide credits totalling to **102 credits** for the entire M.B.A. Programme.
- Each semester shall have **Continuous Internal Evaluation (CIE)** and **Semester End Examination (SEE)** for both Theory and Lab courses.
- A student after securing admission into a 2-year M.B.A Programme at Annamacharya University shall pursue and acquire the M.B.A. Degree in a **minimum period of Two academic years i.e., 4 semesters** and a **maximum period of Four academic years i.e., 8 semesters** starting from the date of commencement of I year I semester, failing which the student shall forfeit the seat in **M.B.A**. Programme.

6. PROGRAMME OFFERED BY THE SCHOOL OF MANAGEMENT

The following M.B.A programme is offered by the Institute from 2026-2027.

S.No	Name of the Program	Programme Code
1	Master of Business Administration (2 Year Degree) (Regular Entry Scheme)	MBA

7. COURSES AND CREDIT STRUCTURE

Credit: A credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work/project per week.

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Choice Based Credit System (CBCS): CBCS provides choice for students to select from the prescribed courses.

Each course is assigned certain number of credits based on following criterion

Type of Class	Semester	
	Periods per Week	Credits
Theory (Lecture/Tutorial)	01	01
	02	02
	03	03
	04	04
Practical	02	01
	03	1.5
	04	02
Project Work	-	08

Every course of the M.B.A. programme shall be offered by a specific section / department. The unique codes of the section / department offering the courses are given in the Table.

Course offering Department	**Code**
Basic Science Courses	MAT
Humanities Courses	ENG
Master of Computer Applications	MCA
Master of Business Administration	MBA

M.B.A Programme of study shall be designed to have theory and laboratory courses. In addition, a student shall carry out project work, Internship and seminar courses as prescribed in the curriculum of the Programme.

7.1 Types of Courses

Type of courses	**Course category**	**Code**	**Range of credits**
Foundation Courses	Humanities	ENG	4.5
	Basic Sciences	MAT	8
	Computer Applications	MCA	1.5
Core Courses	Professional Core	PC	52.5
	Seminar	-	1.5
Skill Oriented course	Career Development	CD	03
Electives Courses	Professional Electives	PE	18
	MOOCs	-	03
Project	Project work	PW	8
Internship	Internship	-	02
Audit Courses	Audit Course	AC	-

Total Credits	102

7.1.1 Foundation Courses

Basic Science Courses, Humanities courses and Computer Applications are termed as Foundation Courses and are mostly offered at I Year – I and II Semester.

7.1.2 Professional Core Courses

Professional Core Course is to be completed by all students of respective programme before they can move on to the next semester.

7.1.3 Professional Core Electives

University Grants Commission has come up with the Choice Based Credit System (CBCS) in which the students have a choice to choose from the prescribed courses, which are referred as Professional elective courses.

Students have to register for a total of 6 professional core electives courses (PE-1 to PE-6) from the list of Pool professional elective course as prescribed in the course structure of the programme. The following points are considered for a Professional Elective Course.

- It is mandatory to select two specializations by every student.
- From the pool of electives, the student has to take 4 electives in the third semester and 2 electives in the fourth semester with respect to his/her prescribed specializations.
  For example., A student can opt 2 electives in Human resource management and 2 electives in Marketing management in Third Semester. Again, in the fourth semester 1 elective can be selected from Human Resource management and other elective from Marketing Management.
- Electives selected in third semester and the electives selected in fourth semester should not be the same.
- The Prescribed specializations selected in Third Semester should be the same in the Fourth semester also.
- The selection of course based on the choice for students shall be on 'first come first serve' through on line and off line registration.
- The Head of the department or concerned shall decide, whether or not to offer such course keeping in view the resources available in the department offering the course.

7.1.4 Career Development

The career Development Program is considered as one of the skill development courses. A well-developed program for MBA students offers numerous strengths and enhances their educational experience and better preparing them for their future professional futures. It is incorporated in 1st and 2nd semesters of the course.

7.1.5. Audit Courses

- A student shall pursue Audit courses as specified in the course structure of the M.B.A. Programme.
- Incorporating an audit course into the MBA curriculum ensures that students are well-equipped with the necessary skills and knowledge to manage and oversee the business activities effectively. It prepares them to contribute to organizational success through meticulous oversight of different activities and ethical business practices.
- These courses are among the compulsory courses and do not carry any credits.
- No marks or letter grade shall be allotted.
- Attendance in the Audit course shall be considered while calculating aggregate attendance.

7.1.6 Massive Open Online Courses

- MOOCs (Massive Open Online Courses) are introduced to meet with the global requirements and to inculcate the habit of self-learning and in compliance with the UGC guidelines
- A student shall be permitted to pursue up to a maximum of one electives course under MOOCs during programme. Each of courses must be of minimum 12 weeks in duration.
- Students interested in pursuing MOOCs shall register for the course and submit this information at their department office at the start of the corresponding semester.
- Course content for the selected MOOCs shall be drawn from the respective MOOCs offering Portal.
- Course progress shall be monitored by the Mentors designated by the HoD/Dean.
- Grade obtained through the evaluation of the MOOC shall be considered for the CGPA calculation.
- Three credits shall be awarded to the student upon successful completion of MOOC.
- In case a student fails to complete the MOOCs he/she shall re-register for the same with the same provider, already offered that course. In case that provider discontinues to offer the course, Institution shall conduct an offline examination in the same format, which student already appeared in online examination, as per the MOOC syllabus.

7.1.7 Internship

On completion of the first two semesters in the first year and before the commencement of the third semester in the second year, a student is required to undergo internship in an organisation. A report based on the internship shall be submitted within four weeks from the commencement of the third semester. Internship guidelines are given in Appendix-1.

7.1.8 Seminar

A student shall present a seminar during the II year I Sem of the MBA Program. A seminar report is to be submitted by the student at the end of the semester.

7.1.9. Project Work

Every student shall be required to submit thesis/dissertation after taking up a topic approved by the Departmental Committee.

8. EVALUATION PROCESS

The performance of a student in each semester shall be evaluated course-wise with a maximum of 100 marks for both Theory and Lab Courses.

- For a Theory course, the distribution shall be 30 marks for Internal Evaluation, 10 marks for Assignment and 60 marks for End-Examinations. The distribution is detailed in 8.1.1.
- For a Lab course, the distribution shall be 40 marks for Internal Evaluation and 60 marks End-Examinations. The distribution is detailed in 8.1.2
- For a seminar course shall be evaluated for 100 marks, the evaluation procedure is detailed in 8.1.3.
- For a career development (CD) shall be evaluated for 100 Marks, the evaluation procedure is detailed in 8.1.4.
- For the project work, the evaluation procedure is detailed in 9.0.

8.1 Internal Evaluation

8.1.1 Theory Internal Examinations

For a Theory Course, 30 marks are allotted for Internal Evaluation. Two mid-term examinations (Theory Internal Examinations) shall be conducted for a Theory Course during a semester and they shall be evaluated for 30 marks and 10 marks for Assignment. First midterm examination shall be conducted as per the syllabus of I & II units. The second midterm examination shall be conducted as per the syllabus of III, IV and V units.

The question paper shall be of subjective type in which four questions with an internal choice are to be answered.

Question paper pattern for Internal examinations (30 Marks) shall be as follows:

- There will be four Questions with internal choice i.e., 'either' or 'choice'.
- The student should answer four questions.
- Each question carries 10 Marks and a total of 40 Marks.
- The obtained 40 Marks will be scaled down to 30 Marks.

  For example, A student got 32 marks out of 40, after conversion it is taken as 24 marks only (32*30/40=24).

80 % weightage for the best performance and 20 % for other shall be considered.

For Example:

Marks obtained in I mid-term examination: 19

Marks obtained in II mid-term examination: 10

Final Internal Marks: (19x0.8) + (10x0.2) = 17.2

If the student is absent for any one midterm examination, the final internal marks shall be arrived at by considering 80% weightage to the marks secured by the student in the appeared examination and zero to the other.

For Example:

Marks obtained in first mid: 0 (Absent); Marks obtained in second mid: 18

Final Internal Marks: (18x0.8) + (0x0.2) = 14.4

8.1.2 Assignment (Theory):

- The assignment shall contain essay type questions/numerical problems/case study/ out of box questions/content beyond syllabus topics etc.
- The assignments are given by the concerned class teacher for 10 marks from first two units. The second assignments shall give from rest of the syllabus. The first assignment should be submitted before the conduct of the first internal examination, and the second assignment should be submitted before the conduct of the second internal examination. There shall be at least two assignments in a semester and performance of one best out of two assignments to be considered.
- Out of the two assignments, one assignment should be in the form case study. All the students need to submit case study report to the concerned class teacher. The report should be unique and contains his/her own analysis only.

8.1.3 Laboratory Internal Examinations

For Lab Course, there shall be a continuous internal evaluation during the semester for 40 marks. Out of the 40 marks, day-to-day performance of the student in the laboratory shall be evaluated for 20 marks by the concerned laboratory teacher based on experimental correctness/record/viva. Two Lab Internal examinations shall be conducted for 20 marks by the concerned teacher. Performance of one best out of two tests to be considered.

8.1.4 Seminar

- A student shall present a seminar during the II year I Sem of the MBA Program.
- A student under the supervision of a faculty member, shall collect literature on an allotted topic of his/her choice, critically review the literature, carryout the work and submit it to the department in a form a report as prescribed by the Academic section and shall make an oral presentation before the departmental committee.
- Evaluation of the seminar shall consist of continuous internal evaluation (CIE) shall be done by a Departmental Committee (DC) consisting of the Dean/Head of the Department, faculty supervisor and a senior faculty member of the Department for a total of 100 Marks.
- CIE shall be carried out for 40 Marks on the basis of review presentation as per the Academic

Calendar and evaluation format provided by Academic Section. Out of the remaining 60 Marks, 20 Marks for report writing, 20 Marks for subject/topic and 20 marks for Questions and Answers.

- A student has to secure a minimum of 50% marks to be declared successfully.
- The maximum number of seminar presentations is limited to TWO. If the fails to present the seminar, the student shall be deemed to secure "Fail Grade" in the Seminar and shall re-register for it in the next semester.

8.1.5 Career Development:

A Career Development Programme will be evaluated out of 100 Marks (40 Marks for record and 60 marks for presentation and Question and Answers). The students will give their presentations before the Department Committee comprised of Senior Faculty Members of Finance, HR and Marketing specialisation with HOD/Dean being the Chairman of the Committee.

8.2 External Evaluation

8.2.1 Theory End Examinations

As specified in 8.0, Theory End Evaluation is done for 60 marks. Semester End examination of theory subjects shall be conducted at the end of semester. There shall be Regular and Supplementary End Examinations. Theory End Examination shall be conducted for 60 marks and is of 3 hours duration. The question paper contains two parts:

Part A shall be of subjective type with 5 questions, one question from each unit, with internal choice. Each question carries 10 Marks and a total of 50 Marks.

Part B contains Case study without any internal choice and it carries 10 Marks.

8.2.2 Laboratory End Examinations

As specified in 8.0, Lab End Evaluation is done for 60 marks, in the form a Lab End Examination that shall be conducted for 3 hours in respective Laboratory. Each lab course will have its own evaluation procedure and weightage.

8.2.3 Supplementary Theory/Laboratory End Examinations

- Supplementary examination shall be conducted along with regular Semester End Examinations.
- During Semester End Examinations of even semester, supplementary examinations of odd semester shall be conducted and during semester end examinations of odd semester, supplementary examinations of even semester shall be conducted.
- The same schedule is applicable to Supplementary Lab End Examinations. Supplementary examination shall be conducted along with the next batch of students or separately.
- In case of seminars and comprehensive viva-voce examinations, supplementary seminar / comprehensive viva-voce will be conducted along with the next batch of students. If the next batch of

students is not available, a separate supplementary examination will be conducted.

8.2.4 Challenge evaluation, Revaluation and Recounting

Students may visit Examination Section Webpage for Norms and Procedures for Revaluation and Recounting of Answer Scripts. (Refer to Appendix II)

9. PROJECT EVALUATION

Every student shall be required to submit thesis/dissertation after taking up a topic approved by the Departmental Committee.

- The Departmental Committee (DC) consisting of Dean/HOD, Project supervisor and two internal senior experts shall monitor the progress of the project work. A Project Review Committee (PRC) shall be constituted with Dean as a Chair person, Heads of the Departments of the program and two other senior faculty members, as members of PRC. PRC will come into action when DC is not able to resolve the issues if any.
- Registration of project work: A student is permitted to register for the project work after satisfying the attendance requirements of all the courses (theory, practical and seminars)
- After satisfying above point, a student has to submit in consultation with his supervisor, the title, objective plan of action of his project work to the DC for approval. Only after obtaining the approval of DC, the student can initiate the project work
- The work on the project shall be initiated in the penultimate semester and continued in the final semester. The student can submit project thesis with the approval of DC after 16 weeks from the date of registration at the earliest but not later than 6 Months from the date of registration for the project work. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institute.
- The internal evaluation shall be made by the DC to grade, on the basis of two seminars presented by the student on the topic of his project.
- The student must submit the status of thesis/dissertation only after satisfying the attendance requirements of prescribed courses such as Theory, practical, seminar and project internal evaluation.
- A Student has to prepare four copies of the thesis/dissertation certified in the prescribed format by the supervisor and Dean/HOD. Out of which three copies shall be submitted in the examination section.
- For carrying out project work, a total of 100 marks will be awarded, out of which 60 Marks shall be awarded by a Board consisting of Supervisor, HOD and External Examiner Based on the Project evaluation and Viva-Voce examination. Remaining 40 Marks shall be awarded based on internal evaluation out of which 20 Marks shall be awarded by the supervisor and the remaining 20 Marks shall be awarded by the DC, based on two seminars given by the student on his/her project. Head of

the Department shall coordinate and make arrangements for the conduct of viva-voce.

- If the report of the viva-voce is failure, the student will retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree.
- The student must publish their project related paper in Scopus, web of science, UGC listed Journals, ABDC journals or Peer Reviewed Journals before the completion of External viva-voce.

10. Credit Transfer Policy

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 32 credits through MOOCs platform.

i) The University shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses.

ii) Student registration for the MOOCs shall be only through the respective departments of the university, it is mandatory for the student to share necessary information with the department.

iii) The credit transfer policy will be applicable to the Professional & Open Elective courses only.

iv) The department concerned shall identify the courses permitted for credit transfer.

v) The respective department shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.

vi) The respective department shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.

vii) The University shall ensure no overlap of MOOC exams with that of the University examination schedule. In case of delay in results, the University will re-issue the marks sheet for such students.

viii) Students pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.

ix) The respective department shall submit the following to the examination section of the University:

a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.

b) Undertaking form filled in by the students for credit transfer.

x) The university shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

Note: Students shall be permitted to register for MOOCs courses offered through online platforms approved by the University from time to time.

11. Academic Bank of Credits (ABC)

The University has implemented Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

i) Provide option of mobility for learners across the universities of their choice

ii) Provide options to gain credits through MOOCs from approved digital platforms.

iii) Facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC

iv) Execute Multiple Entry and Exit system with credit count, credit transfer and credit acceptance from students' account.

12. ATTENDANCE REQUIREMENTS AND DETENTION POLICY

- A student shall maintain a minimum required attendance of 75% in AGGREGATE of all the subjects in a semester.
- Shortage of attendance up to 10% i.e., attendance between 65% to 75% in aggregate, may be condoned by the University Academic Committee based on the rules prescribed by the Academic Council of the University from time to time.
- A stipulated fee shall be payable towards condonation of shortage of attendance.
- Shortage of attendance below 65 % shall in no case be condoned.
- Students whose shortage of attendance is not condoned OR who have not paid the stipulated fee OR who have not cleared any other due to the University in any semester are not eligible to write the Semester End Examination (SEE).
- Students, who do not meet the minimum required attendance of 65% in a semester, shall be detained in that semester and their registration for that semester shall stand cancelled. They shall not be promoted to the next semester.
- Students detained in a semester shall seek re-admission into that semester as and when offered.
- Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student.

- In case, there are any professional electives and /or open electives, the same may also be re- registered, if offered. However, if those electives are not offered in the later semesters, then alternate electives may be chosen from the same set of elective courses offered under that category.

  Any student against whom any disciplinary action is pending shall not be permitted to attend Semester End examination (SEE) in that semester.

13. Minimum Academic Requirements and Award of the Degree

The following Academic Requirements have to be satisfied in addition to the attendance requirements mentioned in section 10 for the award of the degree.

13.1 A student shall be deemed to have satisfied the minimum academic requirements and earn the credits for each theory, practical and seminar, if he secures.

- A minimum of 40 % marks for each theory course in the Semester End Examination (SEE), and
- A minimum of 50 % marks for each theory course considering both CIE and SEE taken together.

13.2 A student shall be deemed to have satisfied the minimum academic requirements and earn the credits allotted to seminar courses, if he secures

- A minimum of 50 % marks for a seminar in the Continuous Internal Evaluation (CIE)

13.3 A student shall be treated as failed, if he

- Does not submit a report of a seminar or
- Does not make a presentation of the same before the evaluation committee as per the schedule, or Secures less than 50 % marks in evaluation.

13.4 If a student fails to secure a pass grade in a particular course, it is mandatory that he/she shall register and re-appear for the examination in that course during the next semester when SEE is conducted in that course. It is mandatory that he should continue to register and re-appear for the examination till he secures a pass grade.

13.5 A student detained in a SEMESTER due to shortage of attendance, may be re-admitted when the same semester in the next academic year for fulfillment of academic requirements.

13.6 Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student.

13.7 A student shall be given one chance to re-register, after completion of the course work, for each course, provided the internal marks (CIE) secured by a student are less than 50% and he has failed in the SEE. In such a case, a student may re-register for the course(s) with prior permission and secures the minimum required attendance. Attendance in the re-registered course(s) shall be calculated separately to become eligible to write the semester end examination (SEE) in the re-registered course(s).

13.8 Re-registration is allowed only in those cases where the student doesn't have any course(s) yet to pass other than the re-registration course(s) where the CIE marks are less than 50%. However, in the case of re-registration of course(s) by a student, academic regulations applicable at the time of student admission in the programme shall be applicable.

13.9 In the event of re-registration, the internal evaluation marks as well as the End Semester Examinations marks secured in the previous attempt (s) for those subjects stand cancelled.

13.10 For each subject re-registered, the student has to pay a fee equivalent to one third of the semester tuition fee

13.11 A student shall register and put up minimum academic requirement of all 102 credits and earn all 102 credits for the award of M.B.A Degree

13.12 Students who fail to earn 102 credits as indicated in the course structure within four academic years from the year of their admission shall forfeit their seat in M.B.A course and their admission shall stand cancelled.

14. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall	Grade	Grade points Assigned
90 & above	Superior	10
80 - 89	A (Excellent)	9
70 - 79	B (Very Good)	8
60 - 69	C (Good)	7
50 - 59	D (Average)	6
40 - 49	E (Pass)	5
< 40	F (Fail)	-
Absent	Ab (Absent)	-

i) A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.

ii) For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$SGPA = \frac{\sum(C_i * G_i)}{\sum C_i}$$

Where $\boldsymbol{C_i}$ is the number of credits of the $\boldsymbol{i^{th}}$ subject and $\boldsymbol{G_i}$ is the grade point scored by the student in the $\boldsymbol{i^{th}}$ course

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

$$CGPA = \frac{\sum(C_i * S_i)}{\sum C_i}$$

Where $\boldsymbol{S_i}$ is the SGPA of the $\boldsymbol{i^{th}}$ semester and $\boldsymbol{C_i}$ is the total number of credits up to that semester.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D and F.

Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he/she shall be placed in one of the following four classes:

Class Awarded	**CGPA Secured**
First Class with Distinction	≥7.5
First Class	≥6.5 <7.5
Second Class	≥5.5 <6.5
Pass Class	≥5.0 <5.5

Conversion of SGPA into percentage

In case of a specific query by students/employers regarding Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) into percentage, the following formulae will be adopted for notional conversion of CGPA into percentage.

CGPA to Percentage conversion Formula – (CGPA – 0.5) x 10

15. TRANSCRIPTS

After successful completion of the entire programme of study, a transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued, if required, after payment of requisite fee. Partial transcript will also be issued up to any point of study to a student on request.

16. TRANSITORY REGULATIONS

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfilment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are readmitted. Students who are permitted to avail gap year shall be eligible for re-joining into the succeeding year of their M.B.A from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

17. RE-ADMISSION OF STUDENTS

A student who has satisfied the minimum attendance requirement in any semester may repeat that semester, after obtaining written permission from the Registrar and cancelling the previous record of attendance and academic performance (viz; internal evaluation and external evaluation marks) of the semester or year. This facility may be availed by any student at the maximum only once by the student during the entire course of study.

18. MINIMUM INSTRUCTION DAYS FOR A SEMESTER

The minimum instruction days for each semester shall be 16 weeks.

19. STUDENT TRANSFERS

Student transfers shall be as per the statutes and ordinances of the Annamacharya University and guidelines issued by the Government of Andhra Pradesh from time to time.

20. ANNOUNCEMENT OF RESULTS

- Results review committee comprising of Vice Chancellor, Registrar, Dean Academics, Chairmen of various boards of studies, Controller of Examinations and Deputy Controller of Examinations will monitor the results and gives the permission for announcement of results.
- After review meeting results are loaded into university website from which students can access their results by entering Hall Ticket number. And also results in form of hard copy are available with respective Deans / Heads of the departments

21. GENERAL INSTRUCTIONS:

- The academic regulations should be read as a whole for purpose of any interpretation.
- Malpractices rules-nature and punishments are appended.
- Where the words "he", "him", "his", occur in the regulations, they also include "she", "her", "hers", respectively.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice Chancellor / Registrar / Governing body is final.
- Any legal issues are to be resolved in Rajampet Jurisdiction.
- The University may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.

Appendix-I: Internship Guidelines

- The Dean / Head of the Department will arrange internship for students in industries / organizations after second semester as per AICTE/ University guidelines. The university may also device online system for arranging & managing internships. The general procedure for arranging internship is given below:

  Step 1: Request Letter/ Email from the office of HOD of the department should go to industry to allot various slots of 8 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness to provide the training.

  Step 2: Industry will confirm the training slots, and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots allocated to by the industry.

  Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

  Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/ Trainers.

  Step 5: Students will submit training report after completion of internship.

  Step 6: Training Certificate to be obtained from industry.

  Step 7: List of students who have completed their internship successfully will be certified by concerned Department.

  For more details refer:

  https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf

Appendix II: Norms and Procedures for Challenge Evaluation/Revaluation/Recounting

Revaluation / Recounting:

- The students who wish to apply for Revaluation/Recounting of his/her answer-books(s) must submit his/her application on the prescribed from together with the requisite fee to the Controller of Examinations before expiry of 15 days excluding the date of the declaration of his/her examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected.
- After Recounting / Revaluation, records are updated with changes if any and the student will be issued a revised memorandum of marks. If there are no changes, the student shall be intimated the same through a notice.
- No Revaluation / Recounting for Laboratory Examination.
- The students are informed to be more careful in furnishing the information while applying for Recounting / Revaluation. The applications with insufficient information will be summarily rejected and the student has to forfeit the amount paid in this connection.

Challenge valuation:

- Applications are invited from the students, who wish to apply for Challenge Valuation in the subjects of the B. Tech Regular and Supplementary examinations
- The student will apply for Challenge valuation in a specified application and should be routed through the HOD concerned.
- The students who have applied for the revaluation for a paper(s) of an examination are only eligible for the Challenge Valuation of that paper(s) of that examination.
- A Fee of Rs. 10000/- (Ten Thousand Rupees Only) for each paper is to be paid within the last date for challenge valuation.
- A Xerox copy of the answer script will be provided to the student on receipt of the payment of fee and date and time of the valuation will be informed to the student, so that valuation will be done in the presence of the teacher attended in support of the student nominated by the HOD concerned.
- The HOD concerned will nominate a teacher of the concerned subject to observe the valuation in support of the student. This will be done at the request of the student.
- If the marks obtained in the challenge valuation are more than or equal to 15% of the maximum marks with respect to the original marks obtained in the first valuation, then the marks obtained in the Challenge valuation will be awarded to the student and the University will pay back Rs 9,000 (Nine thousand rupees only) to the student. If the student status changes from fail to pass, an amount of Rs. 5000 will be refunded to the student. Otherwise, there will not be any change in the result of the student and original marks will be retained and the student will forfeit the fee paid.
- No Challenge valuation for Laboratory Examination

APPENDIX III: Rules for Disciplinary Action for Malpractices / Improper Conduct in Examinations

Malpractices identified by squad or special invigilators or invigilators

Punishments shall be given to the students as per the above guidelines. The case is to be referred to the malpractice committee.

Malpractice committee

1. The Vice Chancellor, Chairman
2. Registrar, Member
3. Dean, Academics, Member
4. Invigilator, Member
5. Subject expert, Member
6. Concerned Dean / Head of the Department, Member
7. Controller of Examinations, Member Secretary

Note:

Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he has to register for End Examinations in that subject/subjects consequently and has to fill all the norms required for the award of Degree.

	Nature of Malpractices/Improper conduct	**Punishment**
	If the candidate:	
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or	Expulsion from the examination hall and cancellation of performance in that subject only of all the candidates involved. In case of an outsider,

	communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is

		an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject only.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant — Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in	In case of student of the University, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	damage to or destruction of property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If students of the university, who is not a candidate for the particular examination or any person not connected with the University indulges in nay malpractice or improper conduct mentioned in class 6 to 8.	Student of the university expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate

		is also debarred and forfeits the seat. Person (s) who does not belong to the University will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester / year examinations, depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 12 shall be reported to the University for further action to award suitable punishment.	